

SIXTH FORM 16-19 BURSARY FUND APPLICATION FORM

Prior to completing this form, please ensure you have read the '**Sixth Form Bursary Policy**'.

Please fully answer all the questions relevant to you and sign the declaration **on page 6**. If your form is incomplete, it will be returned to you and your application may be delayed. If you need help to complete this form, please e-mail our Sixth Form Centre Manager: smagee@latimer.org.uk

Please return this completed application along with proof of entitlement via email or in an envelope marked: **Private & Confidential** to Miss S Magee, Sixth Form Centre Manager, Latimer Arts College by **30th September 2025**.

PART A – YOUNG PERSON'S DETAILS

THIS MUST BE COMPLETED BY THE APPLICANT

Surname/Family Name:			
First Name(s):		Date of Birth:	
Email:		Phone No:	
Address:			
Post Code:			

To receive payments, you must have a bank account **in your own name**. If you do not have a bank account, you need to open one before completing this form.

Name of Account Holder			
Bank/Building Society		Branch	
Sort Code		Account No.	

Nationality and Residency

To be eligible for funding you must have the legal right to be resident in the United Kingdom at the start of your study programme.

I am a British Citizen or EU/ EAA National	Y/N (Please Circle)	I have been resident in the UK or EU/EEA for the last three years	Y/N (Please Circle)
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Date: July 2025	To be reviewed: Annually	Next review date: July 2026
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PART B – PARENT/CARER DETAILS

THIS MUST BE COMPLETED BY THE PARENT/CARER



Surname/Family Name:			
First Name(s):			
Address:			
Post Code:		Phone No:	
N.I. Number		Email:	
Relationship to student			

This application for assistance from the 16-19 Bursary Fund is made under the following category:

(Please Tick one of the options below)

Vulnerable Persons Bursary

(Complete Appendix 1 Form – Page 3)

☐

Discretionary Bursary

(Complete Appendix 2 Form – Page 4)

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Appendix 1 – Application for Vulnerable Persons Funding

This form should be completed in addition to the main application form and submitted together with the appropriate evidence:

Full Name of Young Person:	
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I am a young person. I wish to apply for Vulnerable Persons funding under the following criteria:	Please Tick As Applicable
1. I am in Local Authority care	
2. I have just left living in Local Authority care.	
3. I am in receipt of Income Support (IS) or Universal Credit (UC) <i>in my own right.</i>	
4. I am in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) <i>in my own right, as well as</i> Employment and Support Allowance (ESA) or Universal Credit (UC), <i>in my own right.</i>	

Please indicate the evidence you are enclosing in support of your application:	Please Tick As Applicable
1. Written Local Authority evidence of looked-after or care status, or of previous looked-after status.	
2. A copy of your income support or Universal Credit award notice (<i>you must be entitled to the benefits in your own right</i>). The evidence must confirm that you can be in further education or training.	
3. A copy of your UC claim that confirms which ESA group you have been placed.	
You will also need to provide evidence that you are receiving Disability Living Allowance or Personal Independence Payment <i>in your own right.</i>	

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Appendix 2 – Application for Discretionary Funding

Discretionary bursaries are awarded based on a young person's actual financial need and the costs required to support their participation in sixth form studies. To assess eligibility, applicants must provide evidence of household income, which must be below £30,000, unless there has been a sudden, exceptional change in circumstances. Household income includes gross taxable earnings and any taxable benefits. If a young person lives with parents, carers, or a partner, their income will be considered. If living independently, the young person must provide evidence of their own income and benefits.

This form must be completed in addition to the main application form and should be submitted with the appropriate evidence:

Full Name of Young Person	
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- ☐ I reside in a household where I have registered for and meet the criteria for Free School Meals.
- ☐ I reside in a household where the gross annual household income is below £30,000.
- ☐ *I reside in a household affected by a sudden, exceptional change in financial circumstances

What was your total Household Income in tax year ending April 2025 (Please Tick)					
Under £17,000	£17,000 - £19,999	£20,000 - £21,999	£22,000 - £23,999	£24,000 - £29,999	Above £30,000 but with Exceptional Change in Circumstances.

Please indicate the evidence of your household income that you are enclosing in support of your application:		Please Tick As Applicable
Proof of Employed Income	Tax Credit Award Notice For 2024-25. <ul style="list-style-type: none"> P60 for tax year ending April 2025 Payslip for Last week in March 2025 	
Proof of Income from Self Employment	A "Self-Assessment Tax Calculation" for tax year ending April 2025 (Form SA302), if you do not submit a Tax Credit Award Notice.	
Proof of Any Other Income	E.g. 3 months' pay slips or 4 weekly slips (dated within last 3 months).	
Proof of Benefits Received	Universal Credit- all pages of the 3 most recent award statements detailing payments for each period. (within the last 3 months)	
Proof of DLA, CA or PIP Payments	Disability Living Allowance, Carers Allowance, or Personal Independence Payments. (Most Recent Award)	
*Written Letter of personal Circumstances	Other relevant evidence relating to a sudden exceptional change in household income or circumstances, or other details you wish to make us aware of and to take into consideration.	

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Please complete the information below and give specific details of the financial support you are requesting (e.g. assistance with the cost of books and materials for your courses, travel to and from school, clothing/footwear, educational visits, exam resit fees, visits to open days etc.)

Please note that we are unable to use Bursary funding for support to learning, extra-curricular activities or to support living costs.

I am a Young Person and wish to apply under the Discretionary Bursary Fund for financial support towards:

A specific weekly need (i.e. transport to school)	Approx. Cost Per Week

Individual items (i.e. books, equipment, university visits)	Estimated Cost If Known.

Please note:

Preference is given to payments made in kind rather than reimbursing a young person after personal expenditure. Therefore, before making any purchases, you must complete a bursary claim form and obtain approval from the Assistant Principal for Sixth Form.

Should a young person make any ad hoc purchases and retrospectively request reimbursement, then receipts must be provided for any expenditure in order to access bursary funds.

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DECLARATION

(Please ensure you have fully read all the information before signing this form).

- **I / we** have read and understood the Bursary Policy, supplied with this application form.
- **I / we** confirm that the information given above is correct and complete to the best of my / our knowledge and belief and is a true reflection of my / our financial position.
- **I / we** undertake to inform the school immediately in writing, if my / our circumstances change.
- **I / we** understand that if the young person leaves school, they will not be eligible to receive further payments and overpayments may have to be repaid.
- **I / we** understand that payment of any award is conditional upon the young person meeting their obligations as per the Sixth Form Learning Agreement regarding attendance, performance, behaviour and compliance with all procedures
- **I / we** confirm that the young person is eligible for support from the 16 –19 Bursary Fund on residency grounds and will provide suitable supporting evidence if required.
- **I / we** understand that the school may make payments “in kind” such as purchasing books or resources on behalf of the young person. Any such purchases of books, reference materials or non-consumable items, by the school, as part of the Bursary, remain the property of the school and **must be returned** by the young person, following completion of the course.
- Funding for the 16-19 Bursary Fund is limited and support is subject to there being sufficient funds available at the time the application is received and assessed. Please be aware that if there is high demand for the discretionary bursary, we will prioritise the applications we have received on the basis of **need**, therefore, we are not able to guarantee that you will receive financial assistance.
- **If I am** awarded a bursary, I understand that the funding only covers this academic school year and that I must sign a self-declaration form to declare no financial changes, to be awarded the following year.
- **I / we** understand that the information provided will be held by The Latimer Arts College in accordance with UK GDPR regulations and may be shared with other organisations responsible for administering public funds, in order to assess the support available and to prevent fraud in connection with this application.

Young Person's Signature		Date:
Parent/Carer Signature		Date:

For office use only:

Date application received: **Approved** ☐ **Declined** ☐

Amount of Bursary Award to be made for the Academic Year 2025-26 £.....

Sixth Form Centre Manager Signature **Date**

Assistant Principal for Sixth Form Signature **Date**

The school reserves the right to amend or update the application form and procedures during the academic year 2025/26

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